

REGINALD HERBIN  
349-16-07102  
% ROBERT N. DAVOREN CENTER  
11-11 HAZEN STREET  
E. ELMHURST, N.Y. 11370

**FILED**  
IN CLERKS OFFICE  
US DISTRICT COURT E.D.N.Y.

★ DEC 27 2016 ★  
3:00PM, R.V.

December 20, 2016  
**BROOKLYN OFFICE**

UNITED STATES DISTRICT COURT FOR  
THE EASTERN DISTRICT OF NEW YORK  
UNITED STATES COURTHOUSE  
225 CADMAN PLAZA EAST  
BROOKLYN, NEW YORK 11217

Re.: Herbin v. Blake

ATT: PRO SE OFFICE

Dkt. No.: 1:14-cv-03636-SLT-JO

Dear Sirs/Madams:

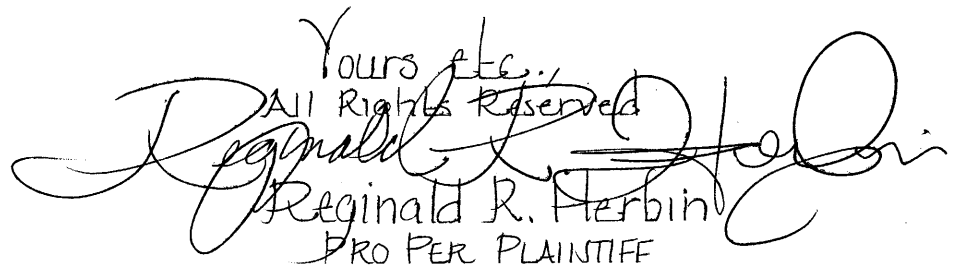
I write you today regarding an update on moving the above referenced action. Since my previous correspondence it has been my action to acquire the Medical reports from the Department from Health. I need the book & case number or the exact date of injury, which I don't remember. So I've been attempting to contact the attorney assigned to the case i.e. Mr. David Seman, of the Legal Aid Society. I spoke to him in October 2016. He said he would request them from the archives which would take approximately 4-6 weeks. I have been unable to reach him for the last month as he has been on vacation since November 21<sup>st</sup>. I'm presently still trying to reach him to date.

The Law Department has forward Medical Release Authorization documents which I willfully complete and return in the hopes that they can expedite the search.

I wrote DCJS for my rap sheet so that I could get the book's case no. to pinpoint the Medical treatment date (see enclosed RTS letter). The R.N.D.C. has the incorrect address for the DCJS on file (see enclosed exhibit). I rewrote the DCJS at their new correct address and I am awaiting their response.

Thank you for your patience and for all extended courtesies.

Until further notice enjoy the holiday season.

Yours etc.,  
All Rights Reserved  
  
Reginald R. Herbin  
PRO PER PLAINTIFF

### DCJS CONTACT INFO

New York State Division of Criminal Justice Services  
Record Review Unit  
4 Tower Place  
Albany, NY 12203-3764

(518) 485-7675  
(518) 457-9847 or  
(800) 262-3257

RecordReview@dcjs.state.ny.us

2. If you are not incarcerated or will be incarcerated for less than 45 days, you can get a copy of your rap sheet directly from DCJS.
3. How you get your rap sheet from DCJS depends on whether you live in New York and whether you can afford DCJS's fee.

**a) If you cannot afford the fee:**

Fee-waivers are available if DCJS determines that you cannot afford the \$60.75 fee. To get a fee-waiver application packet, contact DCJS.

NOTE: If you are on public assistance, you can qualify for a fee-waiver by sending a photocopy of your EBT or Medicaid card. If not, you must include a notarized financial statement of available assets and current income with your application so DCJS can determine if you qualify for a fee waiver. For more information, visit:

<http://criminaljustice.state.ny.us/ojis/recordreview.htm>



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## HOW DO I GET MY RAP SHEET?

### THROUGH DCJS

1. If you are serving a sentence of more than 45 days (at the time you are requesting the rap sheet) in a New York State prison or a county or city jail, DCJS will send you a free copy of your rap sheet if you write a letter (see Appendix A for a model letter) to DCJS that includes your:

- Name
- Aliases (any other name you used for yourself or are known by to law enforcement or a court)
- Date of birth
- DIN (the Department of Corrections "Department Identification Number") or your inmate number if you are in a local facility
- NYSID number (a unique number given by DCJS to identify and group your record) if you have it, (it's ok if you don't)
- Race, sex and Social Security number (to help identify your file)
- Remaining time you will be incarcerated. (DCJS will not send your rap sheet if you will be incarcerated for less than 45 days.)

**WARNING:** If you think there may be an **outstanding warrant**



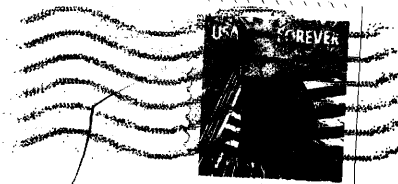
for your arrest, take care of it *before* you contact DCJS to order a rap sheet. Contacting DCJS may mean that the arresting agency learns your current address. To address the warrant, try to contact the attorney who represented you in the case or call the local public defender's office where your case was heard. You can find contact information for public defenders in every state at:

[www.nlada.org/NLADA/Links/Links\\_Home#links\\_IndigentDefense](http://www.nlada.org/NLADA/Links/Links_Home#links_IndigentDefense)

Reginald Herbin 349-16-07102  
R.N.D.C.  
11-11 Hazen Street  
E. Elmhurst, NY 11370

NEW YORK NY 100

NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES



WUN NYS DIVISION OF CRIMINAL JUSTICE SERVICES  
RECORD REVIEW UNIT  
4 TOWER PLACE  
ALBANY, NEW YORK  
12203

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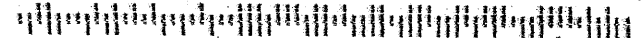
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RETURN TO SENDER  
NOT DELIVERABLE AS ADDRESSED  
UNABLE TO FORWARD

UTF

11370-1377  
12203-371207

BC: 11370137711 \*2145-00717-18-39



LEGAL MAIL

Reginald Herbin  
349-16-07102  
R. N. D. C.  
11-11 Hazen Street  
E. Elmhurst, NY  
11370

NEW YORK STATE DIVISION OF  
CRIMINAL JUSTICE SERVICES  
4 TOWER PLACE  
ALBANY, NY 12203-3702

November 11, 2016

Dear Sir / Madam :

I am incarcerated at the Robert N. Davoren Center (C-74).  
I am a pre-trial detainee since my arrest on June 20, 2016.

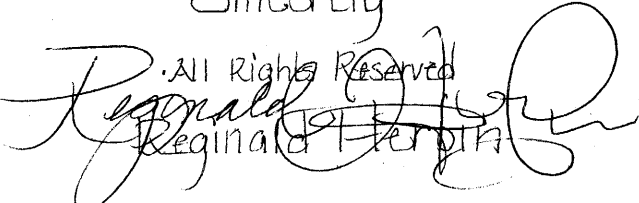
The following information should assist you in locating my file:

|                   |                 |
|-------------------|-----------------|
| NAME              | Reginald Herbin |
| INSTITUTIONAL ID# | 349-16-07102    |
| DATE OF BIRTH     | May 29, 1965    |
| SOCIAL SECURITY # | 109-64-9478     |
| NYSID #           | 06412624 K      |

Please process my request at your earliest convenience.

Thank you for your attention.

Sincerely

  
All Rights Reserved  
Reginald Herbin

REGINALD HERBIN 349-16-07102  
R.N.D.C.  
11-11 HAZEN STREET  
E. ELMHURST, NY 11370

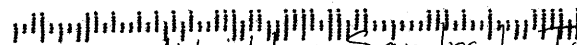
NEW YORK NY 100

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UNITED STATES DISTRICT COURT FOR  
THE EASTERN DISTRICT OF NEW YORK  
UNITED STATES COURTHOUSE  
225 CADMAN PLAZA EAST  
BROOKLYN, NEW YORK 11217

1120131832 C013



Att. Hon. Sandra L. Townes

LEGAL MAIL